

**SECTION TWO - SHIPPING INSTRUCTIONS (CONT'D.)**

5. Request that the carrier write the complete nine digit K mart Purchase Order Number on the freight bill. This will help reduce non-delivery claims filed against your company.
6. Merchandise samples must not be sent to any store except at the request of the K mart Senior Buyer, who will give a selected list of stores to receive samples.
7. When FIBERBOARD CONTAINERS are used, they must comply with the requirements of the Governing Freight Classification and the appropriate notation must be shown on the Bill of Lading.
8. Packages shipped via UPS (United Parcel Service) should be wrapped in heavy wrapping paper or packed in paper cartons. Do not use heavy wooden cases.
9. **DO NOT SHOW A DECLARED VALUE ON UPS SHIPMENTS, REGARDLESS OF THE COST OF THE MERCHANDISE UNLESS AUTHORIZED.**
10. **PARCEL POST INSURANCE: INSURE ONLY WHEN INVOICE VALUE OF SHIPMENT EXCEEDS \$100. DO NOT INSURE OTHER SHIPMENTS OR OBTAIN "PROOF OF FORWARDING" RECEIPT UNLESS AT YOUR OWN EXPENSE. INCLUDE ZIP CODE IN ADDRESS ON CARTON.**
11. **MERCHANDISE CANCELLATION DATE ON PURCHASE ORDER MUST BE HONORED. NO EXCEPTIONS ARE MADE.**
12. **PUERTO RICO STORES: Ship according to instructions in Direct to Store Route Guide or Consolidation Route Guide.**
13. Freight shipments must carry proper commodity classification description. Ratings subject to released or actual value must be accurately described, but where optional classifications are shown, please waybill at the lowest released value to protect the lowest rating.
14. **SHIPPER'S CHECK LIST.** K mart asks your cooperation in reducing freight loss and damage to merchandise. Have you:
  - 1) Properly described merchandise on Bill of Lading according to carrier classifications?
  - 2) Properly waybilled the shipments as per exact addresses contained in Section One of this book, including zip code?
  - 3) Properly packed and protected merchandise to withstand ordinary handling?
  - 4) Securely sealed cartons?
  - 5) Properly marked all cartons in full accordance with either Route Guide or Section Three of this book?
  - 6) Put protective labels on cartons containing fragile merchandise? "Glass," "Handle With Care," etc.
  - 7) Received a Bill of Lading signed in full, indentifying the originating carrier as well as his agent? Abbreviations or initials are not acceptable.
  - 8) Shown the correct weight of the merchandise? Don't guess. Be accurate.
  - 9) Received a stamped receipt covering local deliveries to stores or Consolidators by your own truck or cartage representatives? Be certain that you receive a copy of the delivery receipt stamped with the store's or Consolidator's receiving stamp. This is the best evidence of delivery and will save your company time and effort in the event of nondelivery claims.